

Virtual Fall Library Workshop

Indiana State Library
October 2020



Indiana State Board of Accounts

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End of Year Duties – Part 1



- Annual Financial Report – Gateway
- Form 100-R – Gateway
- Monthly & Annual Uploads – Gateway



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Annual Financial Report - Miscellaneous



Risk Assessment Questions

- ▶ 7. Does anyone review the completed bank reconcilements?
- ▶ 24. Have items included in the most recent SBOA report been adequately corrected?

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Form 100-R – Certified Report of Names, Duties, & Compensation



- Required by IC 5-11-13-1
- Due during the month of January for the preceding year
* **January 31, 2021** *
- **No Changes** to the Reporting

The screenshot shows the '100R Main Menu' on the Indiana Gateway website. The page includes a navigation bar with links for Home, About, Account Settings, User Guides, and Logout. Below the navigation bar, there is a section titled '100R Main Menu' with instructions for users. A table lists various reporting items with their status.

Item	Status
List Questions	Complete
Employee Data Entry	101 Rows Entered
Needs Data Entry/Upload	Not Uploaded
Contractive Policy Upload	Not Uploaded
100R Report Outputs	Available
Submit 100R	Not Submitted

The footer of the page includes the text: 'The Indiana Gateway for Government Units provides a central portal for local governments to submit forms to the State Board of Accounts. It is maintained by the Indiana Business Research Center as part of the... Email • SEDS POWERED BY INFORMATION INDIANA'.

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Monthly and Annual Engagement Uploads



www.pixabay.com

UPDATES COMING SOON!

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Monthly Uploads in Gateway



Required Monthly Uploads, *January through December:*

- Bank Reconciliation
- Board Minutes
- Funds Ledger Totals

UPDATES COMING SOON!

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Annual Uploads in Gateway

- Year End Bank Statement
- Year End Outstanding Checklist
- Year End Investment Statements
- Detail of Receipt Activity
- Detail of Disbursement Activity
- Current Year Salary Schedule
- Annual Vendor History Report

Due March 1

**UPDATES
COMING SOON!**

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End of Year Duties – Part 2

- Cancellation of Warrants
- Names & Addresses to County Treasurer



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Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

Old Outstanding Checks

All checks outstanding and unpaid for a period 2 years as of December 31 of each year shall be declared cancelled.

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Cancellation of Warrants

Indiana Code 5-11-10.5: Cancellation of Warrants

- March 1 – fiscal officer prepares list of all outstanding checks for 2 years or more
- File list of checks with the Library board
- Fiscal officer keeps a copy

“Old” (or stale) checks are receipted back to your ledger into the fund(s) from which they were originally drawn and removed from the outstanding check list. If fund(s) can't be determined – put in General fund.

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Names & Addresses to County Treasurer

- June 1 & December 1
- Disbursing officer shall certify
 - name
 - address
 of each person who has money due to them from the library.
- County Treasurer shall search their records to ascertain if anyone on the list is delinquent in payment of property taxes. [IC 6-1.1-22-14]

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Names & Addresses to County Treasurer

IC 6-1.1-22-15 –

If the county treasurer finds that a person whose name is certified is delinquent in the payment of taxes, the treasurer shall certify the name of that person and the amount of delinquency to the official of the political subdivision who is to make payment to the person.

The disbursing officer *shall* periodically make deductions from money due the person and shall pay the amount of these deductions to the county treasurer. (*our emphasis*).

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End of Year Duties – Part 3



- Appropriation Transfers
- Encumbrances
- Dormant Fund Balances
- Internal Control Considerations



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Appropriation Transfers



Indiana Code 6-1.1-18-6: Transfers of appropriations

Transfers from one major budget classification to another within a department or office if:

- It is determined that the transfer is necessary;
- The transfer does not require the expenditure of more money than the total amount set out in the budget;
- The transfer is made at a regular public meeting and by *resolution*.
- Such a transfer can be made without notice and without approval of DLGF

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Encumbrances

Encumbered Appropriations:

Those items under purchase order or contract are to be added for each appropriation account and the total carried to the new 2021 corresponding account.

The actual unpaid amount of the purchase orders or contracts should be totaled and shown as a separate amount on the appropriation ledger for 2021 (with proper explanation) and added to the 2021 appropriation for the same purpose.

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Encumbrances

Encumbered Appropriations

By carrying out this procedure, the 2021 budget will not be expected to stand any expense not anticipated in making the budget.

We recommend:

- *The library board make a listing of these encumbered items*
- *make it a part of their minutes in their last business meeting of the year*

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Encumbrances

The appropriations encumbered and carried forward can be used for no other purpose other than the purchase order or contract for which they were appropriated.

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Dormant Fund Balances

- ▶ IC 36-1-8-5
- ▶ Purpose of tax levy has been fulfilled with balance remaining
- ▶ Transfer must be authorized by Library Board
- ▶ May transfer to Operating Fund or Rainy Day Fund

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Internal Controls - Year End Considerations

- Review and Document Procedures
- Review for evidence of procedures being performed as intended
- Evaluate effectiveness
- Change accordingly

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Any Questions ??



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